

In anticipation of vacancies occurring in public schools, the following procedures will apply to posting and filling of those positions established by the Superintendent pursuant to the Education Act.

This Protocol reflects the Department's commitment to increasing First Nations representation within Yukon's teachers.

TEACHERS:

Guidelines

Determination of Vacancies

Prior to a school-based teaching position being posted the following placements will occur:

1. Teachers returning from leave or teachers returning from assignments to the Department of Education.
2. Priority Placements: Employer initiated transfers, including teachers being moved from schools due to declining enrolment.

Note 1

Two indeterminate teachers in different schools may be considered for a mutual teacher initiated transfer provided that:

1. *They are both suitably qualified for the respective positions*
2. *They both agree.*
3. *The receiving principals both agree.*
4. *Both Superintendents agree, if the transfer is between areas.*

The transfer will be reviewed by March 31 of the first year and with agreement of all those above will be continued on an indefinite basis.

Filling of Vacancies

Candidates who are suitably qualified for the position advertised will be considered in this order:

- Group 1 Indeterminate teachers with three or more years of continuous service in the same school.

- Group 2 Yukon First Nations candidates, (other than those in an indeterminate position who will be either a priority 1 above or 3 below), and Temporary Teachers with three or more years of continuous service.

- Group 3 Teachers, both temporary and indeterminate, with less than three years of continuous service.

- Group 4 All other applicants.

Note 2

Indeterminate teachers will not be considered for temporary positions unless there are exceptional circumstances which, at the discretion of the Superintendent, justify the reason for the transfer.

Note 3

In order to promote continuity of instruction for students, a temporary teacher may have their appointment extended without the need for posting if the extension occurs within the school year.

Recruitment Procedures

1. The Superintendent shall review the staffing plan with the Principal and when approved will notify the Teacher Recruitment Coordinator.

2. In consultation with the Teacher Recruitment Coordinator, the area Superintendent will determine which positions are to be designated temporary and advertised as such.

3. The Teacher Recruitment Coordinator will implement the Recruitment procedure and ensure that the hire is within agreed to targets before advertising and that the recruitment process follows the protocol. The Coordinator will distribute applications to the Principal by group as noted above.

4. If there are applicants who meet the criteria of Group 1, Superintendent approval is required to move to Group 2.

5. The hiring Principal is responsible for short-listing and interviewing teaching candidates. The hiring board will be comprised of at least two people. All of whom

will participate in both short-listing and interviews and one of whom will do all the reference checks.

- A minimum of two reference checks must be conducted on every new teacher candidate being considered for a teaching position. It is the responsibility of the hiring Principal to ensure reference checks are completed and that the mandatory questions are asked.
6. The hiring Principal will provide the Teacher Recruitment Coordinator with:
 - Conflict of Interest Form
 - Cover Letter and Resume Screening Forms
 - List of those interviewed and completed interview guides for all Board members
 - Completed Reference checks.
 7. Usually, Offers of Employment will be made by the Teacher Recruitment Coordinator. The Coordinator is also responsible for completing the School-based Staff Appointment Form immediately upon receiving verbal acceptance of the offer.
 8. The Teacher Recruitment Coordinator is also responsible for advising successful candidates of:
 - the requirement to complete a Security Check with the RCMP;
 - the requirement for a Yukon Teaching Certificate;
 - the requirement to participate in an orientation seminar; and
 - staff housing availability.
 9. The Principal shall provide the successful candidate with general information concerning details of the teaching assignment, local amenities in the communities, and other pertinent information about the community and the teaching assignment.

Advertising

10. Generally, vacancies will be posted for at least five business days, but at a minimum for two full business days. (During the school-year business days will equate to instructional days related to the particular school.)
11. Postings may be advertised locally, in which case, interviewing and relocation expenses will not be available to applicants.
12. Postings may be advertised locally and nationally in which case interviewing and relocation expenses will be available to applicants.

PARAPROFESSIONALS

Guidelines

Remedial Tutors and Educational Assistants

1. First priority on placement is assigned to permanent employees being moved from schools for reasons of school support needs, enrollment, employees returning from leave, and employer initiated transfers.
2. Candidates for indeterminate appointment as Education Assistants must be graduates of the Educational Assistant Certificate Program, sponsored by the Department of Education, or its equivalent.

Procedures

1. The Principal is responsible for short-listing and interviewing paraprofessional candidates.
2. A minimum of two reference checks must be conducted on every new candidate being considered for a paraprofessional position. It is the responsibility of the Principal to ensure reference checks are completed and that the mandatory questions are asked.
3. Offers of Employment are to be made by the Principal upon receiving approval from the Teacher Recruitment Coordinator, who is also responsible for ensuring that the hire is within agreed to targets before an offer is made. The Coordinator is also responsible for completing the school-based staff appointment form immediately upon receiving verbal acceptance of the offer.
4. The Principal is responsible for advising successful candidates of the requirement to complete a Security Check with the RCMP.
5. The Principal shall provide the successful candidate general information concerning details of the assignment and other pertinent information.

Advertising for Remedial Tutor Positions

6. All postings will be open for a minimum of 48 hours.
7. Remedial Tutor postings for positions in rural schools will be advertised in the local community with First Nations and Yukon Government offices, the post office, or any available local employment office.

Advertising for Educational Assistants

8. A general advertisement will be run twice annually to establish inventories of suitable candidates.
9. The applicant inventory will be maintained by the Special Programs division and will be made available to Principals as required.
10. Educational Assistant postings for positions in rural schools will be advertised in the local community in First Nations and Yukon Government offices, the post office, or any available local employment office.

ABORIGINAL LANGUAGE TEACHERS

Guidelines

Candidates must have an acceptable proficiency in the First Nation language of the traditional territory or the specific language offered in the school program.

Candidates for recruitment will be considered in the following order:

- a. Candidates who are employed in an Aboriginal language training position.
- b. Candidates who are enrolled with the Yukon Native Language Training Centre and are being trained in the First Nation language of the traditional territory or the specific language offered in the school program.
- c. All other candidates.

Procedures

1. The Principal is responsible for short-listing and interviewing of Aboriginal Language Teacher candidates. An Aboriginal Language Consultant and the local First Nation may be invited to participate in the selection process.
2. A minimum of two reference checks must be conducted on every new candidate being considered for an Aboriginal Language Teacher position. It is the responsibility of the Principal to ensure reference checks are completed and that the mandatory questions are asked.
3. Offers of employment are to be made by the Principal. The Teacher Recruitment Coordinator is responsible for ensuring that the hire is within agreed to targets before an offer is made, and will complete the school-based staff appointment form immediately upon receiving verbal acceptance of the offer.
4. The Principal is responsible for advising successful candidates of the requirement to complete a Security Check with the RCMP.

5. The Principal is responsible for advising successful candidates that additional course work and training may be required.
6. The Principal shall provide the successful candidate general information concerning details of the assignment: local amenities in the communities, housing, and other pertinent information about the community and teaching assignment.

Advertising

7. All postings will be posted for a minimum of 48 hours.
8. Aboriginal Language Teacher positions may be advertised in the local community including First Nations, Yukon Government, the post office, and any available local employment office.